

# MARYLAND CENTER for SCHOOL SAFETY

## Fiscal Year 2021 Hate Crimes Grant (HCG)

### Notice of Funding Availability (NOFA) Application Guidance Document

**Online Submission Deadline: September 4, 2020**

### Funded through: State of Maryland

Maryland Center for School Safety (MCSS)  
Care of: Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201  
[schoolsafety.maryland.gov](https://schoolsafety.maryland.gov)

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
Karen B. Salmon, Ph.D., State Superintendent of Schools  
Kate Hession, Executive Director, MCSS

**NOTE: MCSS will begin accepting applications for the FY2021 Hate Crimes Grant during the first week of July on the MCSS website:**  
[schoolsafety.maryland.gov](https://schoolsafety.maryland.gov)

Applicants are encouraged to follow the instructions outlined on the website when submitting the applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.

All eligible nonpublic and private schools must already be approved by the Maryland State Department of Education (MSDE). Please use the link below to determine eligibility:  
[approved Nonpublic and Private Schools](#)

### Eligibility

The following entities at risk of being targeted for a hate crime are eligible to apply:

- [Nonpublic Schools](#)<sup>1</sup> approved under Code of Maryland Regulations 13A.09.10
- [Private schools](#) approved under Code of Maryland Regulations 13A.09.09
- Child care centers as defined by Md. Code Ann., Education Art. §9.5-401, and
- Local School Systems

All funding is contingent upon the Maryland Center for School Safety (MCSS) receiving the specified grant funds from the State of Maryland. As of the posting of this Notice of Funding Availability (NOFA), the General Assembly has completed appropriations for Fiscal Year 2021.

NOTE: Any project(s) or service(s) rolled over into FY2021 may not be included in the new grant application. Any amount rolled over will be deducted from the [maximum amount](#) available to each applicant.

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<sup>1</sup> Includes registered Church Exempt Schools

**Important Notes**

All FY2021 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application.

**Additional Assistance**

To assist with the application process, MCSS advises applicants to read through the Frequently Asked Questions (FAQs) provided on the MCSS website:  
[schoolsafety.maryland.gov](https://schoolsafety.maryland.gov) → Resources → Grants.

**Application Process**

Applicants are required to apply for grant funding through the *Resources* → *Grants* tabs on the [Maryland Center for School Safety's website](https://schoolsafety.maryland.gov).

**To qualify, the online application must be submitted no later than 5:00 p.m. Eastern Time on September 4, 2020.**

For further assistance, please contact:  
Gifty Quarshie, Fiscal and Grants Analyst  
[MCSS.MCSS@maryland.gov](mailto:MCSS.MCSS@maryland.gov)

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## GRANT OVERVIEW

You are applying for the Hate Crimes Grant (HCG) funding from the Maryland Center for School Safety (MCSS). If funds remain available after the initial grants are awarded in a fiscal year, supplemental grant awards may be made.

The purpose of the fund is to enhance school safety by providing grants to public, non-public, private schools (K-12), and child care centers determined to be at risk of hate crimes or attacks. MCSS administers the grant funds and determines awards.

## HATE CRIMES GRANT - FY2021

Funding under this program is available for all entities that meet the [eligibility](#) determined by the Maryland Department of Education (MSDE). The Maryland Center for School Safety (MCSS) announces the availability of \$2.0 million in FY 2021 grant funding for the performance period of July 2020 through June 2021. Eligible applicants determined to be at risk of hate crimes or attacks may apply.

A hate crime involves criminal conduct that is motivated in whole or in part by race, color, religious beliefs, sexual orientation, gender, disability, or national origin, or because another person or group is homeless.<sup>2</sup>

Grants awarded by MCSS are one-time grant awards applicable to the fiscal year in which they are granted. Receipt of a grant award constitutes no commitment for the continuation of funding beyond the specified time period.

Requests over \$60,000 will not be considered.

## PURPOSE OF THE GRANT

The purpose of this "Hate Crimes Grant" is to provide funding for schools and child care centers determined to be at risk of hate crimes or attacks as described under [§10-305 of the Criminal Law Article](#). The Grant is to be applied toward the cost of safety and security-related projects. The allocation and use of these State funds are outlined below.

These funds may be used only for funding:

- Security Training Needs (e.g., emergency drills and school safety training);
- Security personnel (e.g., sworn law enforcement officers hired to secure premises);
- Security cameras including purchase, installation and delivery fees;
- Security-related technology;
- Door hardening<sup>3</sup>;
- Improved lighting; and
- Other security-related facility upgrades (e.g., bullet resistant door or window film).

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<sup>2</sup> <https://www.fbi.gov/investigate/civil-rights/hate-crimes>

<sup>3</sup> All purchases made with grant funds must be compliant with Maryland Building Code and Fire Code regulations in order to receive reimbursement.

## AWARD PRIORITIZATION

Priority consideration will be given to entities who received Hate Crimes Grant funds from MCSS in FY2020 but were unable to expend their total award due to the COVID-19 pandemic. These grantees will have the opportunity to roll any used funds into FY2021. Please note that any unused funds rolled into FY2021 will be deducted from the [maximum allowable amount](#) under this NOFA.

This NOFA will also give priority consideration to entities that did not receive Hate Crimes Grant funds from MCSS during prior years.

The Hate Crimes Grant is a competitive grant. The amount of the State grant shall be determined after consideration of **all eligible applicants**, the total of the unallocated State funds available at the time the application is received, and the area of need priorities established by MCSS.

Applicants will be notified about the status of their application within thirty to sixty days after submission.

## IMPORTANT DATES

Applications Accepted	July 2020
Deadline to Apply	September 4, 2020
Award Approval/Denial Letters	30-60 Days After Application Closeout
Monthly Technical Assistance Award Q&A Call	First Tuesday of the Month
<b>Quarterly Reports:</b> Quarter 1 – July 1, 2020 to September 30, 2020 Quarter 2 – October 1, 2020 to December 31, 2020 Quarter 3 – January 1, 2021 to March 31, 2021 Quarter 4 – April 1, 2021 to June 30, 2021	<b>Due Dates:</b> October 30, 2020 January 29, 2021 April 30, 2021 July 30, 2021
Final Project Report	August 16, 2021
Award Start Date	July 1, 2020
Award End Date	June 30, 2021

## FUNDING AVAILABILITY

Funding for Grants offered by MCSS is provided by the State and is based on approval from the State Legislature and the Governor. Funding is only available in the fiscal year (FY) it is appropriated. The fiscal year for the State of Maryland begins **July 1** and ends **June 30** of each year.

The FY2021 Grant awards funded under MCSS will begin on **July 1, 2020 (Start Date)** and end on **June 30, 2021 (End Date)**. Grant funds will be obligated by MCSS once a completed Notice of Grant Award is issued. Funds are paid on a reimbursable basis.

## **ELIGIBILITY CRITERIA**

Nonpublic Schools<sup>4</sup>, Private Schools<sup>5</sup>, and Childcare Centers approved to operate in the State of Maryland and local school systems determined to be at risk of hate crimes or attacks.

All eligible entities may submit no more than one (1) application.

## **APPLICATION REQUIREMENTS**

In order for HCG applications to be considered for approval, all applications submitted to MCSS must be complete and must include the following elements:

### **A. Project Strategy**

This section should explain how the project will address the problem and include specific project goals and objectives. Strategies should include information on other projects/programs, organizations, and stakeholders that may be involved in or impacted by the program, if applicable. At a minimum, the strategy should:

- Outline how the proposed projects or the services being requested will mitigate against, protect from, or prevent hate/bias crime incident(s) they are seeking to address.
- Clearly indicate whether funding will be used to support one-time security upgrades or ongoing security enhancements.
- Outline future sustainability plans for ongoing costs.
- Justify the request based on specific hate crimes or hate bias incident(s) in their immediate local community (see below for sources for this data). Proof of incident(s) within the last 3 years will be required for consideration.
  - [Maryland Hate/Bias Report](#)
  - [Department of Justice State Specific Hate/Bias Crimes Report](#)

### **B. Statement of Need Narrative**

All applicants must provide a clear, concise, and succinct statement of need narrative to include:

- Language on why the grant funds are needed;
- A description of the proposed program/project and expected timeline;
- A description of how the grant funds will be used;
- Language describing the target population and the geographical area being served;
- A description of what issues/problems the grant funds will help resolve;
- The latest statistical data to document the problem;
- Demonstrated efforts, if any, that have been made to address the problem in the past;

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<sup>4</sup> <http://marylandpublicschools.org/about/Pages/DEE/NPSA/index.aspx>. Also includes registered Church Exempt Schools.

<sup>5</sup> <http://marylandpublicschools.org/about/Pages/DEE/NPSA/13A-09-10.aspx>

- Actual hate crimes incidents [reported](#) to a law enforcement agency within the last three (3) years or reported hate crime incidents within the local community; examples may include actual police reports and credible media reports; and
- Other relevant data as necessary.

### C. Project Goal Statement

Applicants must provide a Project Goal Statement that conveys the short and long-term goals of the project. This Project Goal Statement should identify specific objectives that would be accomplished when this project is implemented.

### D. Detailed Project Description

The Detailed Project Description should contain as much detail as possible, including goals and objectives. This part of the application must include specific milestones and deliverables that your project will be attempting to accomplish. Some examples could include the following:

- Benefits - Grantee must identify and describe the immediate benefits and/or services associated with this project.
- Outcomes - Grantee shall specify the anticipated outcomes related to the project(s). Examples may include a specific reduction in hate crime incidents, healthier population, increased public safety, etc.

### E. Timeline/Work Plan

Applicants must submit a detailed project timeline or work plan. A template for the project timeline can be found on the [MCSS website](#): *Resources* → *Grants* tab. The project timeline should be limited to two pages only and must include the following:

- Key objectives to implement the program/project successfully;
- The tasks associated with each objective;
- Itemized costs or budget associated with each task, with the projected total cost outlined;
- The person(s) responsible for seeing that each task is completed within the proposed timeline; and
- The estimated date of completion.

### F. Budget/ Spending Plan

Budgets must be clear, specific, and tied directly to the project description, tasks, and timeline. Budgets must reflect one year of spending plan equal to the duration of the grant. Grantee shall provide an explanation of the amount of grant money required for the project; and whether additional funding is being provided or acquired from other sources for the same project. Grantees must use the MCSS Budget/Spending Plan template available on the [MCSS website](#). Budget details shall include the following:

#### a. Salaries and Wages

The salaries and fringe benefits for staff required to implement the project must be listed under this category. Fringe benefits **may not exceed 25%** of reported salary costs. Consultants and/or third-party vendors **are not** to be listed under this category. These are considered Contractual Services.

Grantee is responsible for maintaining timesheet reports for all personnel whose salaries are funded using the Grant dollars.

**b. Contractual Services**

Consultant contracts for security services or staff training should be included and shall be consistent with State guidelines. If you are paying a third party for an employee, they are considered contractual. A copy of all contracts and/or scope of proposed work/services associated with the items listed in the Contractual Services category must be included with your application. Hourly rates for *contracted security personnel and sworn law enforcement personnel* **may not exceed \$50/hour.**

**c. Equipment**

Equipment needed specifically for the purposes of executing the Grant must be listed in this category regardless of the per unit cost. Any equipment purchased that costs at least \$5,000 or greater per unit is subject to a three-year retention period. Any tangible personal property costs may include taxes, delivery fee, installation, and similarly related charges. **Costs for maintenance agreements are not eligible.**

Grantee must abide by its local jurisdiction's procurement processes and regulations for any purchases made with grant funds. If such guidelines do not exist, refer to the [State of Maryland guidelines on Procurement Policy and Procedures](#), which includes the consideration of Minority Business Enterprises (MBE).

If the award recipient does not have written procurement guidelines, the grantee must refer to the [State of Maryland](#) when issuing requests for proposals, bid solicitations, or other procurement requests. All grant award recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety (as applicable), with the State of Maryland grant funds.

**d. Planning/Training/Exercises**

It is important to have a plan in place to prepare for hate crime incidents in grantee's local community. Costs associated with facility safety/security assessments/evaluations, emergency plan development, and training exercises such as lockdowns, evacuations, among others, should be included here. As applicable:

- All exercises under this category must be completed by a professional;
- All school safety related training exercises must conform to State and local fire and law enforcement codes;
- All expenses related to plan development must follow MSDE Emergency Planning Guidelines;<sup>6</sup>
- All expenses related to training and exercise must follow the Homeland Security Exercise Evaluation Program (HSEEP) guidelines;<sup>7</sup> and

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<sup>6</sup> <http://marylandpublicschools.org/about/Pages/DSFSS/SSSP/EPSS/index.aspx>

<sup>7</sup> <https://www.fema.gov/hseep>



- All facility site vulnerability, hazard, and safety assessments should follow national best practices and guidance including Crime Prevention Through Environmental Design (CPTED).

**e. Other Charges**

Other charges may be used for tasks that may not clearly fall under any of the other budget categories. Deliverables under this category must remain clear, specific, and tied directly to the project description and timeline.

**G. Funding**

Grantee must confirm that the Hate Crimes Grant will not supplant State, local, and federal funding currently allocated for the proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work. All projects, programs, and/or equipment must first be approved by MCSS prior to commencement of work.

***Hate Crimes Grants may supplement existing State and local funds for program activities but may not replace those funds that have been appropriated for the same purpose.***

**H. Sustainability Plan**

The Hate Crimes Grant (HCG) is not intended to operate, maintain, or sustain a project, program, equipment or any other initiative being currently funded by this grant in perpetuity. Grantee must outline a sustainability plan for initiatives being implemented using the grant funds.

This section must outline the prospects that exist for continued financing of the project when grant funds are no longer available. This section should also include efforts that have been or will be made to continue the project when the grant funds are concluded including indicating planned future sources of funding or proposed jurisdictional planning efforts and any maintenance agreements necessary for the continued operation of equipment purchased using these grant funds.

**INDIRECT AND FIXED COSTS**

**A. Indirect Costs<sup>8</sup>**

The Maryland Department of Legislative Services defines *indirect costs* as “overhead expenditures that cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services.” Some additional indirect costs may include depreciation or use allowances on buildings and equipment as well as the costs of operating and maintaining facilities.

***There are no indirect costs permitted under the Hate Bias Crimes Grant.***

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<sup>8</sup> [Indirect Costs](#)

Below is a list of additional **unallowable costs** under this grant. Please note that this list is in no way exhaustive.

- Reimbursement of pre-award costs
- Construction projects, e.g. driveway paving
- Capital improvement plans
- Vehicles
- Legal fees
- Rental fees
- Maintenance or Rental Agreement fees
- Printing related to normal organizational operating costs
- Food/beverages
- Trinkets and giveaways, (e.g. mugs, hats, gift bags, among others)
- Any project over \$60,000

## **B. Fixed Costs**

Fixed costs **are** permitted through the funding provided by this Grant. All details for fixed costs related expenses MUST be clearly outlined in the [Project Description](#), [budget/spending plan](#) and where applicable the project [timeline](#). Costs must be specifically and easily identified with a particular project as outlined in application. The following are allowable fixed costs under this grant:

- Personnel salaries and wages<sup>9</sup>
- Contractual services (e.g., contractual security services or personnel, project partners)
- Materials and supplies<sup>10</sup> (e.g., bullet resistant films, door hardening, and improved lightning)
- Equipment<sup>11</sup> (e.g., security cameras, video monitors, and visitor management systems)
- Equipment delivery and installation costs
- Training
- Security related software
- Other charges\*

*\*Other charges must have direct correlation to the overall project or task being performed and will be considered on a case by case basis. MCSS reserves the right to make additional budget restrictions and budget reductions and adjustments at its discretion.*

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<sup>9</sup> Staff, technicians and other personnel(s) needed specifically for the purpose of executing the tasks outlined during application.

<sup>10</sup> Materials and supplies needed specifically for the purpose of executing the Grant.

<sup>11</sup> Any equipment purchased that costs at least \$5,000 or greater per unit is subject to a three-year retention period.

## **ALLOCATION**

MCSS will allocate funding based on each applicant's demonstrated need and justification. All applicants who demonstrate they are at risk of hate crimes must provide adequate documentation to support their application.

*Requests over \$60,000 will not be considered.*

## **GRANT MONITORING**

MCSS will perform periodic grant monitoring to ensure that State funds are being used as intended and that the HCG is achieving maximum impact on the grantee's institution and local community. MCSS will use a combination of quarterly reports, desk audits, and on-site visits as part of its grant monitoring process. Grantees shall be notified at least thirty (30) days in advance prior to a monitoring on-site visit.

- i. Grantee is responsible for tracking every aspect of their project deliverables.
- ii. Prior to an on-site monitoring visit, grantee must make available to MCSS staff, all necessary documentation needed during such visit.
- iii. Grantee shall allow MCSS staff access to all grants related records to verify grant expenditures and activities upon receipt of notification from MCSS.
- iv. Grantee shall retain grant documents for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- v. Grantee shall retain reports, activity logs, timelines, and any additional related supporting documentation for any other expenses that are covered in whole or in part by any grant funds.

## **IRS Form W-9**

An IRS Form W-9 is required as part of all Hate Crimes Grant applications. If the applicant is doing business under a different name, then the parent organization must be listed first on the grant application followed by the institution submitting the grant application (e.g. Maryland State Department of Education/Maryland Center for School Safety). Facilities and organizations must be physically located within the State of Maryland be eligible for MCSS grant funds.<sup>12</sup>

## **REPORTING AND REIMBURSEMENT REQUIREMENTS**

Important: Invoices and reports submitted to MCSS must not contain personally identifiable information (PII) or sensitive information.

### **A. Reporting**

1. Grantee is required to submit quarterly reports detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter.

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<sup>12</sup> If an entity has more than one physical location, the grant funds may be used only at the Maryland-based facility

2. Quarterly reports are due **30-days** after the end of each quarter. Please refer to the [Important Dates](#) section of this NOFA for quarterly report due dates.
3. A final grant report is due to MCSS no later than **45-days** after the end of the grant period. Please refer to the [Important Dates](#) section of this NOFA for the final report due date.
4. Grantee must use the MCSS [quarterly](#) and [final](#) reporting template. These forms are also available on the [MCSS website: Resources → Grants](#) tab.
5. Reports\* must be submitted on time, otherwise, grantee will be considered not in compliance.

*\*Invoices will not be reimbursed if quarterly and final reports have not been submitted.*

## **B. Reimbursement**

1. No grant monies will be funded for costs or obligations incurred, or work performed, **prior** to the beginning date of this notice of funding.
2. Grantee must use the MCSS invoice template when submitting reimbursement requests. The form is available on the [MCSS website: Resources → Grants](#) tab.
3. Supporting documentation\* **must** be included with all reimbursement requests. Examples of supporting documentation include but are not limited to timesheets, copies of proof of payment to vendors or contractors, copies of original invoices, contractual agreements, proof of completion of work such as photos (before and after), etc.
4. Reimbursement requests shall be submitted on a quarterly basis.
5. Grantee shall submit reimbursement requests via email to [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).
6. Final invoice or request for reimbursement related to this grant must be submitted no later than **45 days** after the end of the duration of this grant. MCSS will not process or reimburse any invoices or reimbursement requests submitted beyond this date.

*\*Reimbursement requests with no supporting documentation will not be processed.*

## **APPLICATION REVIEW**

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. MCSS will provide monthly technical assistance to ensure compliance with the application and grant requirements.

MCSS will assess each organization's application based on the following:

- A. Ability to meet the [eligibility criteria](#) as defined on this NOFA;
- B. Meeting all required deadlines listed under the [Important Dates](#) chart on this NOFA;
- C. Submission of a full and complete application addressing each of the following topics listed under the [Application Requirements](#) section on this NOFA. These topics include:
  - Project Strategy
  - Statement of Need Narrative
  - Project Goal Statement
  - Detailed Project Description

- Timeline/Workplan
- Budget / Spend Plan
- Funding
- Sustainability
- IRS Form W-9
- Letter(s) of Support/Commitment (Optional)

This grant involves a competitive application process. MCSS will conduct an internal review of each application submitted in accordance with this Notice of Funding Availability. An approval/denial letter will be emailed within thirty (30) to sixty (60) days after application submission closeout.

## **APPLICATION AND RECORD RETENTION**

- A.** The Maryland Center for School Safety is a government entity; upon submission, this application is considered public information, except as otherwise provided by law. The Maryland Center for School Safety does not sell collected grant information. Under the Maryland Public Information Act (PIA) (MD State Government Code Ann. Gen. Provisions Art., § 4-101, et seq.), you may request in writing to review grant award documentation. Please send those requests to the Maryland Center for School Safety, c/o Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201. Please visit the Office of the Attorney General [website](#) for additional information.
- B.** Grantee shall retain grant documents and equipment purchased using grant funds for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- C.** Grantee shall allow MCSS and its affiliated agencies, the Maryland State Department of Education, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor; to examine and audit this supporting documentation on request and at any reasonable time within the retention period.
- D.** Grantee shall allow MCSS Staff and/or their representatives access to the relevant equipment, buildings, and structures so that MCSS may perform evaluation and monitoring visits to ensure that project requirements are fully satisfied. Grantees shall be notified at least 30-days in advance prior to a monitoring on-site visit.
- E.** Grantee shall also allow MCSS employees access to the relevant project site in order to take photographs or video of the project for the use of MCSS and the State of Maryland.

## **GENERAL AND SPECIAL CONDITIONS**

Grant awards are subject to these General and Special Conditions. The MCSS reserves the right to add Special Conditions, if and when needed, during the life of the award period. These General Conditions outline the post-award policies, procedures, guidelines, and business rules from MCSS for grant funds.

- A.** Any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, term or condition of the Hate Crimes Grant or the Notice of Grant Award agreement will be disallowed.
- B.** All grant related activities must be completed no later than **June 30, 2021**.
- C.** Grantee shall ensure that all work performed pursuant to the Grant and this agreement is completed by contractors and/or staff holding all necessary certifications and licenses.
- D.** Grantee shall ensure that any business or non-profit organization operating in Maryland with which Grantee contracts or partners to carry out the purposes of the Grant is registered and in good standing with the Maryland State Department of Assessments and Taxation.
- E.** Grantee shall notify MCSS of any status changes in Grantee's MSDE non-public or private school approval status throughout the grant duration.
- F.** All work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- G.** The purchase of school security hardware to upgrade doors, locks and entryways to meet security needs must meet established fire safety and security standards.
- H.** Grantee is responsible for ensuring that any equipment acquired using State issued grant funds is protected from theft, loss and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.
- I.** Grantee should explore and establish safety measure protocols for activities taking place on school premises during an emergency, including projects that:
  - Maintain open lines of communication between schools and law enforcement agencies; and
  - Incorporate active shooter response training.
- J.** The Authorized Official on the submitted application is the Principal, Headmaster, or otherwise the head of the entity receiving the award.
- K.** All projects shall commence within thirty (30) calendar days of the receipt of the approval letter for this grant. If the project will not commence within thirty (30) calendar days of the starting date of the period of award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified in a formal written notice to MCSS via email: [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov)
- L.** The award may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year-to-date expenses must be provided within thirty (30) calendar days after termination.
- M.** The recipient must implement this project according to the goals, objectives, and tasks as proposed, accepted, and set forth in the application.
- N.** All NEW project personnel supported with grant funding from the Hate Crimes Grant **MUST BE HIRED WITHIN FORTY-FIVE (45) CALENDAR DAYS** of receipt of the award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the MCSS.
- O.** Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with Hate Crimes grant funds must be used to

**supplement** your organization's existing budget, and **may not replace** any funds that were already included in your entity's existing or projected budget. Supplanting is the use of Hate Crimes Grant funding to replace State, federal or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded.

- P.** All grant funds related to the award project must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the award period.
- Q.** Failure to expend encumbered funds within 45 days following the end date of the grant period may jeopardize reimbursement and/or result in the de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient. Reimbursement **is only** for work completed during the grant period.
- R.** Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#). This includes, but is not limited to:
  - Budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage.
  - Change to staff specified in the personnel category (where applicable)
  - Change to the scope of the program.
  - Any change that was not approved when the funds were originally awarded.
- S.** If there is a change in the person in the Authorized Official position, a letter, on letterhead, must be submitted to the MCSS acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entity's actual Authorized Official, acknowledging the change and the name of the replacement person. If documentation is available, please attach it to the original letter.
- T.** Grant recipients are subject to the applicable requirements regarding the Drug Free Workplace of the Governor's Drug and Alcohol-Free Workplace Executive Order (Executive Order 01.01.1989.18) and implementing policies.
- U.** When issuing public statements, press releases, or other documents relating to this project, or when conferences, seminars, workshops, or forums are held in reference to this project, the grant award recipient agrees that the source of funding of this project and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this project will have the following language on the publication:

*"The Maryland Center for School Safety funded this project via a grant award from the Hate Crimes Grant fund. All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of the State of Maryland."*

- V.** All final financial reports under the grant award must be submitted no later than forty-five (45) days after the end date of the award period.
- W.** Failure to submit any report within the allotted time frame(s) noted in the above condition, may result in the delay or prevention of payment, and/or the de-obligation

of funds. If a late reporting occurs, the expenditure or obligation may become the responsibility of the award recipient.

- X.** Grantee affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The grant award recipient agrees to include:
  - A provision similar to the one contained above for any underlying contract utilized for services under this award, except for those contracts for standard commercial supplies or raw materials; and
  - A non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the grantee, the MCSS, and/or directly with the Maryland Commission on Human Relations, 6 St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs (OJP), 810 7th Street, NW, Washington, D.C. 20531.
- Y.** The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- Z.** All correspondence should be directed to [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).